

Accounting Team Standard Operating Procedures

Job Title: Accountant III – Motor Pool Accountant ()

Job Summary: Perform all Accounting duties for the Motor Pool Program

Tasks and Responsibilities – Daily (D), Weekly (W), Monthly (M), Yearly (Y), and as Needed (AN)

- **Interact with customers and vendors regarding invoices and billing.** The Motor Pool Accountant is responsible to respond to phone calls of customers requesting payment. The Motor Pool Accountant typically responds to the more detailed requests and assigns less complicated inquiries to one of the Accounting Techs to respond to. (D)
- **Provide supervision for the three Motor Pool Accounting Techs.** The Motor Pool Accountant provides training for the Accounting Techs, monitors their workload and approves their time sheets. (D)
- **Perform P-card transmittals.** After the Accounting Tech (currently Cindy Litz) has reconciled P-card charges with FleetAnywhere work orders and bank charges the Motor Pool Accountant reviews the reconciliation (corrects any object codes), approves it, creates a transmittal, and sends it to Finance. (W)
- **Provide a weekly report to the Accounting Manager each Monday morning for the previous week's activities.** Details of the report include statistics on productivity, accounts receivable, aging history, and other miscellaneous information that would be of interest to the Accounting Manager or DFO Administration. (W)
- **Perform Income Statement and Balance sheet duties for the following Orgs: 1161, 1163, and 1164.** It is the responsibility of the Motor Pool Accountant to take the data from the monthly FINET reports and adjust for accruals and errors in the Income Statement Generator Report in Microsoft Access. A separate report for each Org is generated monthly. The Balance Sheet is stored on in a Microsoft Excel spreadsheet file and should be updated monthly. Monthly adjustments in FINET are usually completed through SIAT's after the financial reports are completed. (M)
- **Interact with Auditors and provide the information requested.** On a quarterly basis Auditors from the Division of Finance will audit a selection of documents of their choice. Typically about 80% of the documents that Auditors want to see come from the Motor Pool. Because a majority of the requests for documents come from the Motor Pool Program the Motor Pool Accountant usually coordinates with the other DFO Accountants to get documents to the Auditors for the other 20% that they would like to see. (Q)

State Auditors typically request information at year-end, but may ask for information at other various times of the year for audit purposes. Because the State Auditors are usually different each time the Motor Pool Accountant often has the responsibility to explain the processes used by the Division so their audit can run smoothly and their questions can be answered in an efficient way. (Y)

- **Perform year-end close procedures including adjustments, rolls, and clean up.** Year-end close out procedures usually begin in April because there is typically a significant amount of adjustment and reconciliation that has to be done by June 30. During the last month of the fiscal year and the first month of the new fiscal year (June and July) it is important that the Accountant ensure that each bill paid is accounted for in the correct fiscal year. At year-end the Motor Pool Accountant must provide detail of accruals for the current fiscal year to Finance for the new fiscal year. In addition the Motor Pool Accountant has a responsibility to: work with Finance (currently Linda McLane) to ensure accounting information is reported correctly for the Comprehensive Annual Financial Report (CAFR), clean-up encumbrances in FINET (PORL Table) and provide the Accounting Manager with all the information needed for the "Closing Package Report." (Y)

- Approve the following FINET documents: Payments Vouchers (PV), Price Agreement (PG), Cash Receipts (CR), Requisition (RX), Seller Interagency Transfer (SIAT), and Buyer Inter Agency Transfer (BIAT). (AN)

Important processes I am responsible for or part of?

- Accident Reconciliation (See the attached flowchart)
- Disposal of Vehicles (from SP-1 to B/S) (See the attached flowchart)
- P-card Reconciliation (See the attached flowchart)

Screens in FINET that I am responsible to input data into

- FINET – Object codes and approval
 SIAT – Seller Inter Agency Transfer, enter information
 BIAT – Correct information that is wrong and approve
 EB or RB – Add object or revenue codes that were not set up for the current fiscal year

(See the attached print screens as samples)

Quality control reports I run: Daily (D), Weekly (W), Monthly (M), Yearly (Y), and as Needed (AN)

- **Monthly Revenue Detail Report from CARS.** Monthly detail is pulled from billing and reconciled with FINET. The purpose of the review is to find rejects and coding errors. (M)
- **Vehicles Sold Report.** The report reconciles what has been sold as per Surplus Property from Fleet. (M)

Person(s) that backs me up when I am sick or on vacation

- The Accounting Techs (currently Kelly Kay and Cindy Litz). The other DFO Accountants may function as back-ups as well but the Accounting Techs generally field the Motor Pools Accountant's call's and e-mails because they are more familiar with the accounting responsibilities in the Motor Pool Program.